

S E C R E T

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Staff Notes

FROM:

Plans Branch/PPS  
Office of Security

EXTENSION

NO.

DATE

11 July 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/Plans Br

11 Jul

WA

2.

C/PPS

11 Jul

B

3.

EO/OS

7/11 7/14

B

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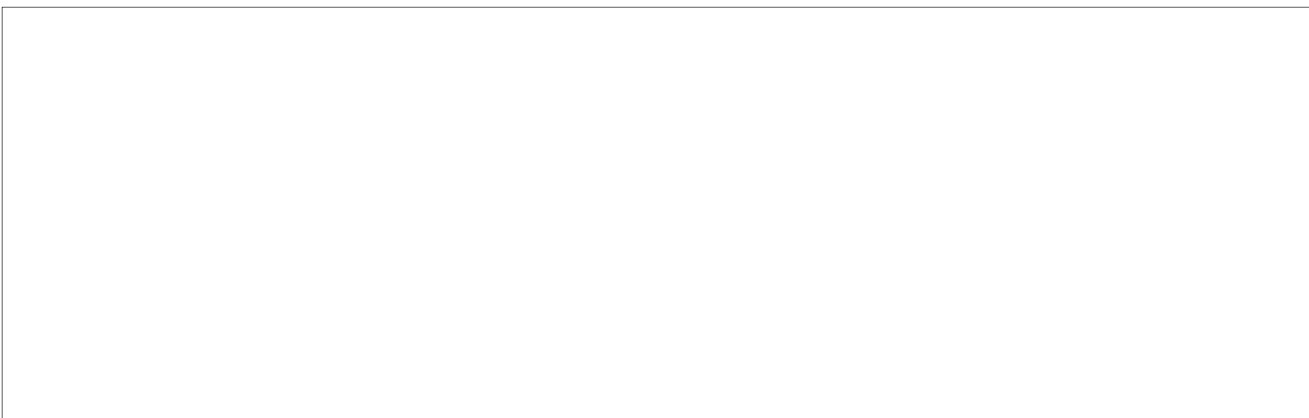
Regrade Confidential When  
Separated from Secret Attachment

14.

15.

14 July 1988

25X1



2. New Headquarters Building Update

25X1  
25X1

[redacted] reported that the OIT [redacted] Center has moved into the New Headquarters Building (NHB) and will soon be followed by OTS. Selected elements of OS are tentatively scheduled to move into the NHB sometime during the summer of 1989. A personnel entrance has been activated in the NHB lobby to facilitate entry from the west side of the Headquarters Compound. [redacted]

25X1

3. DDA Off-Site [redacted]

25X1

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The DDA is sponsoring an Off-Site [redacted] from 25-26 July for approximately [redacted] DDA SIS officers. The Off-Site will serve as a forum for the DDA to meet with his senior managers and discuss the critical issues that are facing the Agency and the DDA. [redacted] will also attend the DDA Quarterly and DCI Off-Sites scheduled for September and October. [redacted]

25X1

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25X1 4. OS Off-Site [ ]

25X1 [ ] announced that an OS Off-Site will be held [ ]  
from 29-30 September for senior OS managers. This will be the  
first OS Off-Site held since September 1985, and participants  
will be expected to be prepared to address any critical  
25X1 personnel and organizational issues that may arise during the  
25X1 Off-Site conference. [ ]

6. DDA and D/S to meet with PFIAB

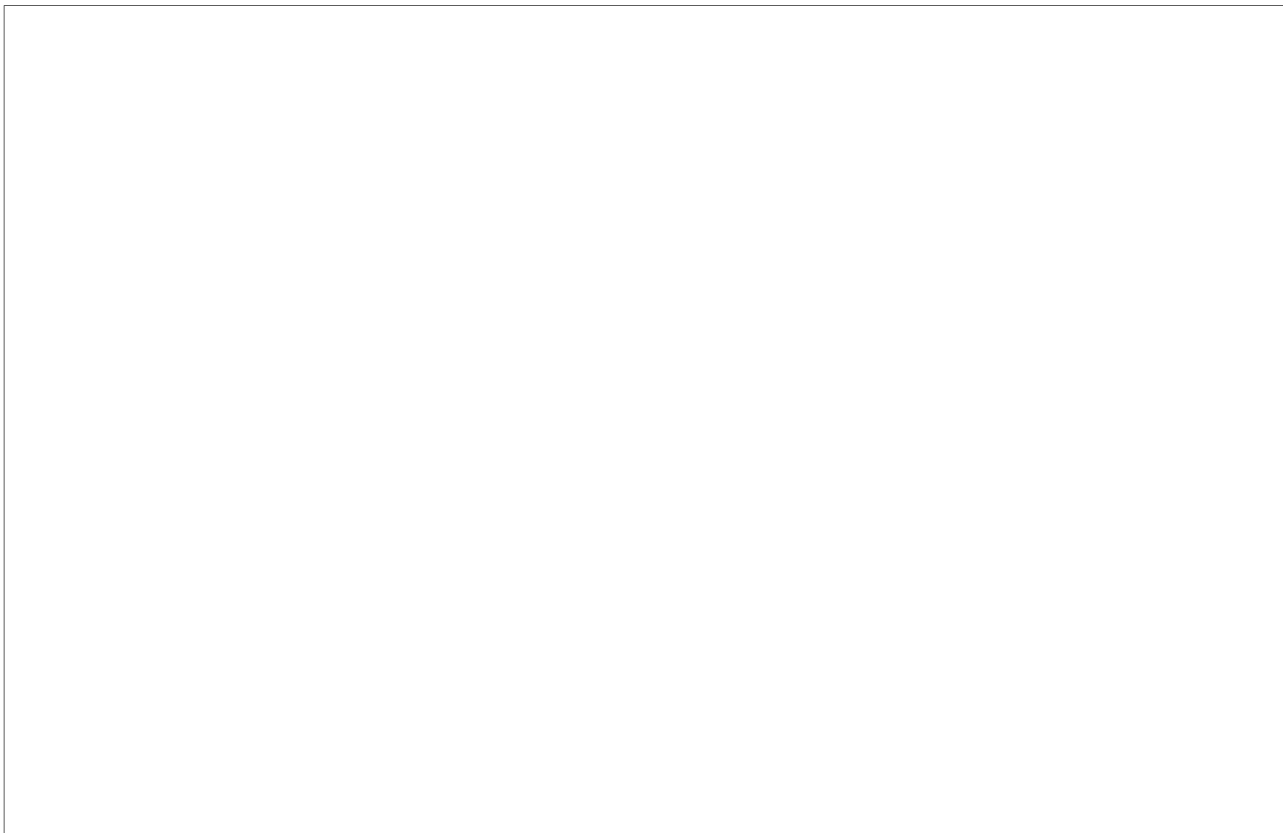
25X1 The DDA and D/S will meet with Mrs. Anne Armstrong, PFIAB  
25X1 Chairman, and other PFIAB members to discuss the quality of the  
United States' overseas security program. [ ]

8. Review of Intelligence Secretarial System

25X1 The D/S noted that the D/OTE, as part of a planned two-year  
review, will be scheduling meetings with representatives of the  
IS System to look at ways to make the IS System a more  
attractive career service. [ ]

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25X1



11. Retirement of Defense Investigative Service (DIS) Director

The DD/PS noted that Mr. William O'Brien, DIS Director, will be retiring on 3 August 1988 and will be replaced by Mr. Jack Donnelly, Assistant Deputy Undersecretary of Defense (Counterintelligence and Security), who has had extensive contact with the Agency while serving on numerous inter-agency action committees. [REDACTED]

25X1

12. ISG Computer Virus Briefing

The C/ISG announced that ISG representatives provided a briefing on the threat of computer viruses at the OD&E Staff Meeting on 1 July. C/ISG indicated that ISG is conducting research on the issue of computer viruses and highlighted the need of developing a crisis management plan that can be used by Agency computer staffs to counter the high-impact threat of computer viruses. [REDACTED]

25X1

13. Presentation of Meritorious Unit Citation to CD

The C/CG announced that on 28 June, Mr. James Taylor, Executive Director, presented a Meritorious Unit Citation to Clearance Division in recognition of their sustained superior performance in the processing of clearance actions. [REDACTED]

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[REDACTED] C/CD, accepted the award on behalf of Clearance Division personnel. [REDACTED]

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